

OFFICE MEMORANDUM  
NO. 1

5 February 1952

TO: Chief, General Support Unit  
Chief, Secretariat Unit  
Chief, Coordinating and Contracting Unit

SUBJECT: Intra-Staff Memoranda

1. It is anticipated that the Staff will develop numerous procedures and policies as time passes which should be formalized for reference purposes and for the indoctrination of new personnel.

2. It is therefore proposed that a numbered series of Staff Memoranda be started for this purpose. It is desired that each Staff Section maintain a file of these memoranda, and that they be circulated among all staff members at the time of issuance.

3. In the event any member of the Staffs detects omissions or errors in the memoranda or has constructive suggestions to make, he is requested to bring them immediately to the attention of the undersigned.

STATINTL  
[REDACTED] Chief  
Administrative Staff (s)

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